

MSFC TELEWORK Safety and Health Awareness



**MSFC Telework Safety
and
Health Awareness**

Safety Health and Environmental (SHE) Policy

- a. **Safety:** MSFC strives to prevent human injury and ensure the safety of all operations and products leading to mission success.
- b. **Health:** MSFC strives to prevent occupational illnesses and promote and maintain the physical and mental well being of its employees to help ensure mission success
- c. **Environmental:** Enabling Marshall's mission through environmental compliance and stewardship.

MSFC Telework Safety and Health Awareness



- **This orientation only addresses telework located in a non-hazardous work environment.**
- **To help you become better acquainted with your responsibilities.**

MSFC Telework Safety and Health Awareness

Telework employees,

- YOU -

are responsible for your own safety and health while at your approved workplace.

Safety Health and Environmental Requirements at MSFC are outlined in:

- **Management Procedure Guidelines MPG 8715.1, “Marshall Safety, Health, and Environmental (SHE) Program”**

Fire Prevention Safety

- **Emergency Evacuation Plan with egress routes free from obstructions**
- **Smoke detectors available and functional**
- **Extension cords are not run under carpet, through ceilings, doors or walls**
- **Extension cords are not connected in series**
- **Extension cords are the proper gauge for the intended use**
- **Portable appliances are not located within 3 feet of combustibles**
- **Fire extinguishers available within 75 feet of workplace**
- **The Telework is neat, clean and free of excessive amount of combustibles**

Fire Extinguisher Monthly Inspection

- Accessible and visible
- Classification and operating instructions visible
- Seals are not broken or missing
- Determine fullness by weight or pressure gage
- No obvious damage such as broken gages, cracked hoses or nozzles, corrosion, or leakage
- Replace as required

**Portable Fire Extinguisher training - SATERN SHE 115 and 116
Hands-on training offered by Redstone Fire Department**

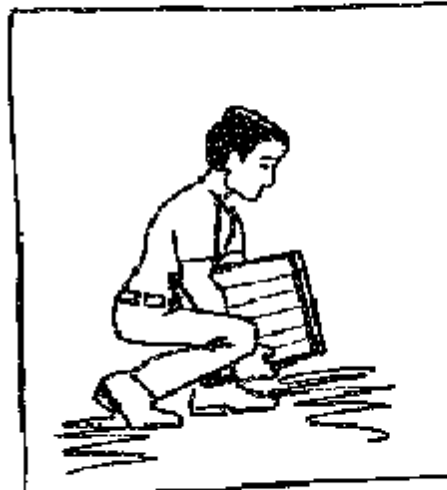
Electrical Safety

- **All circuit breakers are properly labeled**
- **Circuit breakers and electrical equipment are functional and free of hazards, not overloaded**
- **Building electrical system will permit grounding of electrical equipment**
- **Ground Fault Circuit Interrupters are installed in bathrooms, garages and outside of buildings, especially by pools**
- **Phone lines, electrical cords, and extension wires are secured under a desk or alongside a baseboard**

Lifting and Handling

- **Improper lifting and handling can lead to serious back injury**

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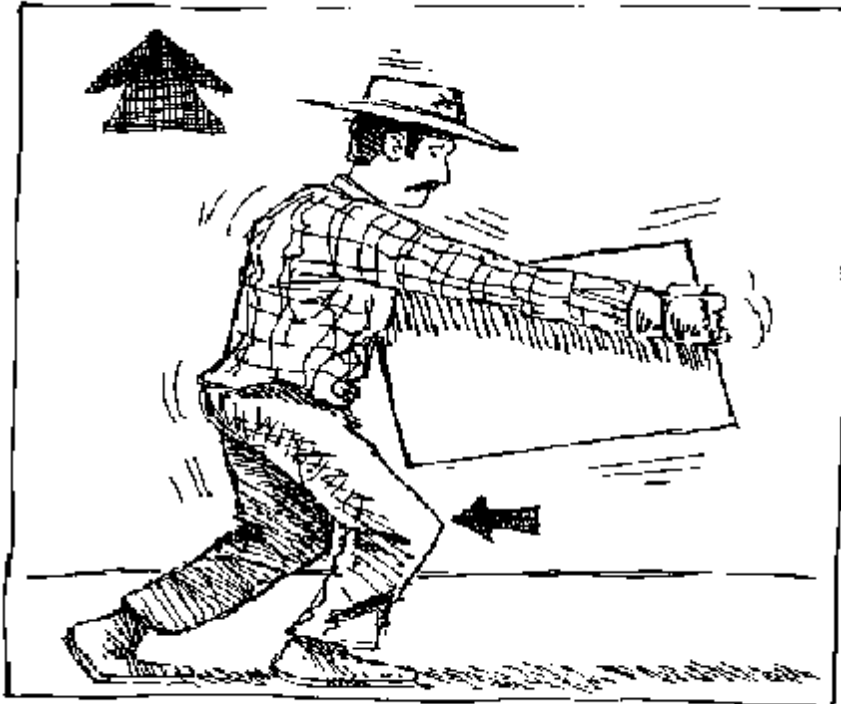
PREVENTION IS THE BEST MEDICINE

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EXERCISE TO STRENGTHEN YOUR BACK AND REDUCE STRESS

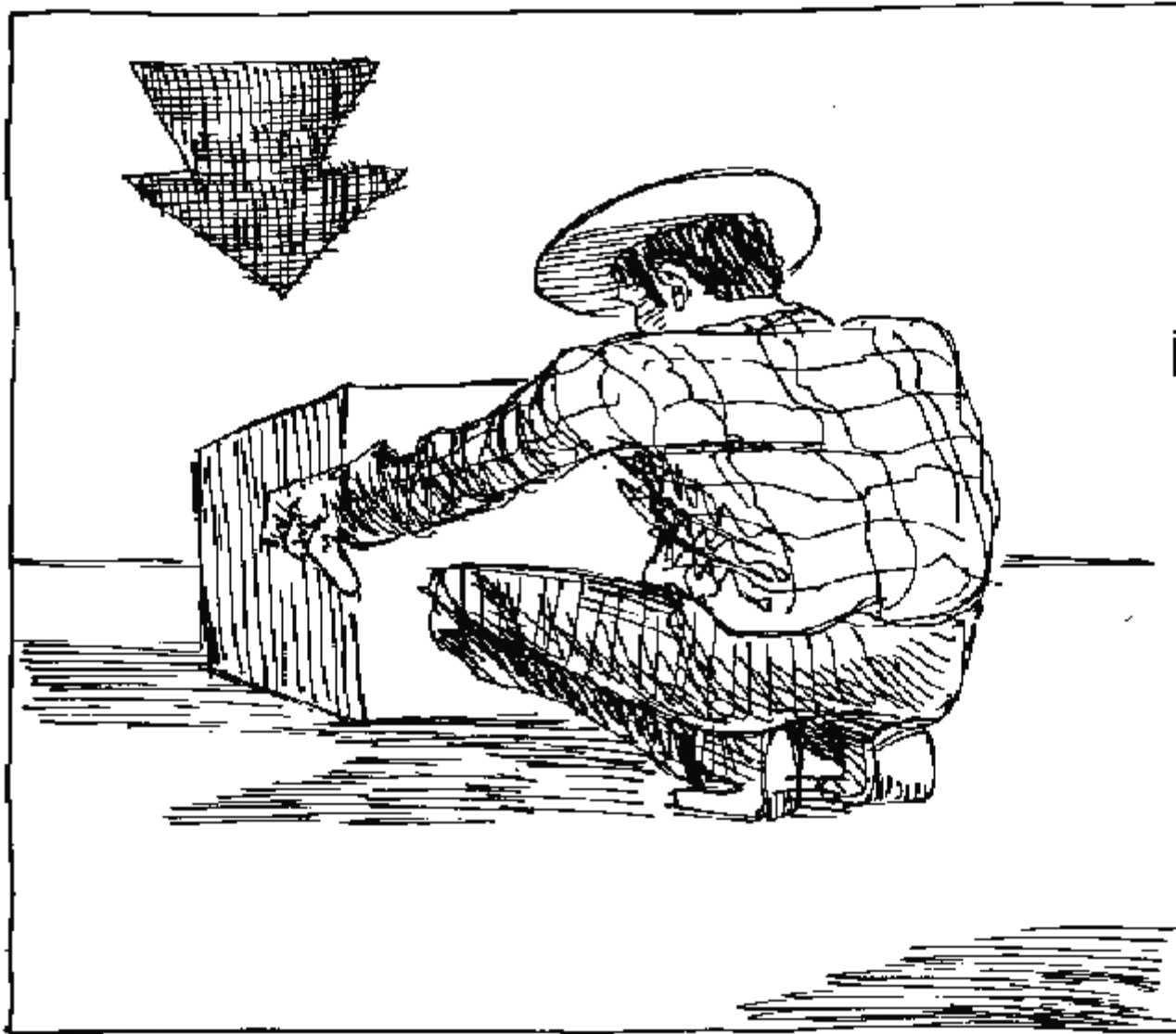


MSFC Telework Safety and Health Awareness



LIFT WITH YOUR LEGS, NOT YOUR BACK

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SET THE LOAD DOWN CORRECTLY

General Safety

- **File cabinets and storage closets are arranged so drawers do not open into walkways**
- **Chairs do not have loose casters; the rungs of chairs are sturdy**
- **Stairs with four or more steps are equipped with handrails**
- **Floor surfaces are maintained (clean, dry, level and free of frayed or worn seams)**
- **Carpets are well-secured to the floor and free of tripping hazards**
- **Be aware of potential toxic fumes from office supplies and cleaning materials (*Do not mix incompatible chemicals*)**
- **Special provisions may be required for physically impaired (Case-by-case basis)**
- **Incorporate child or pet safety, as appropriate**

Environmental Health

Telework has:

- **Adequate illumination**
- **Adequate water supply**
- **Adequate Ventilation**
- **Lavatories with hot and cold running water**

Telework is:

- **Free of asbestos containing materials**
- **Free of indoor air quality problems (e.g., Radon)**
- **Free of noise hazards in excess of 85 decibels**

In Case of a Mishap or Injury:

- **Dial 911 for all emergencies (fire, injuries)**
- **Ensure all personnel are evacuated during a fire, gas leak, or other emergency**
- **Direct emergency response personnel to the scene**
- **Notify your supervisor**

MSFC Telework Safety and Health Awareness



***Safety and Health
Begins
With You!***

Summary

- **You are responsible for your own safety and health**
- **Maintain a clean, safe, fire hazard-free *Telework***
- **Assure that all electrical equipment is safe**
- **Use proper lifting and handling techniques**
- **Maintain your *Telework* in a good state of maintenance**
- **Verify good environmental health conditions/practices**
- **Report mishaps and injuries to your supervisor**